

# Agenda Item Form

Agenda Date: 09/14/04

Districts Affected: N/A

Dept. Head/Contact Information: Police Department, Interim Deputy Chief, Paul Cross, (915) 564-7039

## Type of Agenda Item:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Resolution                                | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments        |
| <input type="checkbox"/> Tax Installment Agreements                | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                 |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement          | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen    |
| <input type="checkbox"/> Application for Facility Use              | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements                     | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application         |
| <input checked="" type="checkbox"/> Other <u>Personal services</u> |   |  |

## Funding Source:

- ☐ General Fund  
☒ Grant (duration of funds: 12 Months)  
☐ Other Source: \_\_\_\_\_

## Legal:

☒ Legal Review Required      Attorney Assigned (please scroll down): Lupe Cuellar      ☒ Approved      ☐ Denied

Timeline Priority: ☒ High      ☐ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

To renew contract for the Safe Communities Coordinator which is funded by TxDOT. This is a grant funded position which is funded through August 31, 2005.

## Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

N/A. This is a grant funded position and is already budgeted through August 31, 2005.

## Statutory or Citizen Concerns:

None anticipated.

## Departmental Concerns:

None anticipated.

## RESOLUTION

### BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **MARGARET PETROZZA-MERAZ**, to assist the Police Department as a Safe Communities Coordinator at a biweekly rate of \$1,436.73 for 40 hours per week. The term of the contract shall be for the period of October 1, 2004 through September 30, 2005.

**APPROVED** this 14th day of September, 2004.

THE CITY OF EL PASO

---

Joe Wardy  
Mayor

ATTEST:

---

Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

---

Guadalupe Cuellar  
Deputy City Attorney

STATE OF TEXAS       )  
                                  )  
COUNTY OF EL PASO   )

**PERSONAL SERVICES CONTRACT**

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **MARGARET PETROZZA-MERAZ**, hereinafter referred to as "Employee," witnesseth:

**WHEREAS**, the City, on behalf of the Police Department, desires to employ the Employee as a Safe Communities Coordinator; and

**WHEREAS**, Employee possesses the skills to render said employment to the City.

**NOW, THEREFORE**, the parties hereto mutually agree as follows:

1.     SCOPE OF SERVICES.     Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Police Department, in El Paso, Texas.

2.     TIME OF PERFORMANCE.     The services of Employee are to commence on or about October 1, 2004 and be completed by September 30, 2005.

3.     COMPENSATION AND METHOD OF PAYMENT.     Employee shall be paid at a biweekly rate of One Thousand Four Hundred Thirty Six and 73/100 Dollars (\$1,436.73). The employee shall work a minimum of forty (40) hours per week. Employee is classified as an non-exempt employee under FLSA and is eligible for overtime pay. In the event that Employee works in excess of forty (40) hours per week, Employee shall be paid overtime in accordance with the Fair Labor Standards Act. The full time contract employee named in this Agreement shall be eligible for the following benefits:

A.     The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be

eligible to continue to participate in and receive the benefits of those Plans in the same manner as similarly situated full time regular City employees. If Employee is not currently enrolled in any insurance plan, she shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract. In calculating retirement benefits, Employee will receive credit for prior participating years of service with the City, including accumulated sick leave.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will she make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be performed is in the Police Department, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the City Manager on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out her duties under this Contract.

9. NOTICE. Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee at the following addresses:

CITY: City of El Paso  
Police Department  
Attn: Chief  
911 N. Raynor  
El Paso, Texas 79903

EMPLOYEE: Margaret Petrozza-Meraz

**IN WITNESS WHEREOF** the parties have executed this agreement at El Paso, Texas this 14th day of September , 2004.

CITY OF EL PASO

\_\_\_\_\_  
Joe Wardy  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

EMPLOYEE:

\_\_\_\_\_  
Margaret Petrozza-Meraz

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Guadalupe Cuellar  
Deputy City Attorney

\_\_\_\_\_  
Richard Wiles  
Chief of Police

APPROVED BY THE CIVIL SERVICE COMMISSION:

By: \_\_\_\_\_, Secretary  
Date: 9/9/04

## **Attachment (A)**

### **Scope of Duties**

#### **Safe Communities Coordinator**

##### **I. Coalition**

A. The Safe Communities Coordinator will actively recruit members of the community to participate with the Coalition by:

1. Sending letters asking members to participate.
2. Visiting potential members to give them a presentation on Safe Communities goals and how they can benefit from participating in the Coalition.
3. Media releases letting the community know the programs existence.
4. Maintain relations with current members (MADD, TABC, Traffic and Engineering, STI, Vice, DPS, TxDOT, EPPD Traffic, Prosecuting Attorney, State Farm, Fred Loya and community members) ect.

B. The Coordinator will host a Coalition meeting every other month.

1. Notices will be sent out via email/mail or by phone one week prior to meeting.
2. Reservation of meeting room will be made 2 weeks prior to event.
3. Agendas will be made 2 days prior to meeting
4. Follow-up calls will be made 2 days prior to meeting.
5. Room will be set up ½ hour prior to meeting
6. No later than two days after the meeting the minutes will be typed.
7. One week prior to the next meeting the minutes to the prior meeting will be emailed to all members.

M. Must complete all required paperwork in, and meet all obligations required by the Safe Riders Program.

N.

### **III. Senior Pedestrian Program**

- A. The Safe Communities Coordinator has created an age appropriate lesson plan.
- B. The Coordinator will contact the various Senior Citizen Centers, Housing Communities, Recreational Center, Bingo Halls, and Senior Organizations, to schedule presentations.
- C. Coordinator will schedule officers who have received training on the Senior Pedestrian Safety.
- D. Officers will receive notification of their assignment at least 1 week prior to the presentation
- E. Coordinator will have a "package" containing flyer, educational materials, flashers, and pens to hand out the participants of the program.
- F. Officers will turn in a Traffic Calming Checklist, an after action memo, and evaluation to Coordinator no later than one working day after presentation.
- G. Coordinator will tally up numbers and generate a report to have on file, as well as to give to Sergeant in charge.
- H. All "Traffic Calming" Checklist will be forwarded to Traffic and Engineering for their review and input.
- I. The report will be forwarded to TxDOT to complete grant requirements

### **IV. Walk Safe Program**

- A. The Coordinator will develop an age appropriate lesson plan.



- D. Statistics gathered and analyzed to address safety needs and create programs to educate and enforce safety in community.

## **VII. Safety Fair**

- A. The Coordinator is responsible for recruiting Safety Fair Committee members
- B. Coordinator will facilitate committee meetings
- C. The Coordinator will be responsible to secure location of Fair.
- D. Coordinator will do on site visit to location of fair.
- E. Coordinator will be responsible to recruit organizations to participate in Fair.
- F. Coordinator will advertise the Fair via flyer, billboards, and media releases
- G. Coordinator will send confirmation letters to all vendors' and/ or participants two weeks prior to event.
- H. Will be on site the day of fair.
- I. Coordinator will complete an after action plan to report for grant requirements.
- J. The report will be forwarded to TxDOT to complete grant requirements

**Margaret Petrozza-Meraz**

**OBJECTIVE:**

Seeking employment with a progressive organization that will effectively utilize my skills and provide opportunity for career growth.

**SUMMARY OF QUALIFICATIONS:**

- 8 years experience in prevention/education.
- Thoroughly skilled in executing managerial/supervisory responsibilities
- Familiar with most office equipment to include computer knowledge (Windows, Microsoft Word, Excel, Microsoft Access, PowerPoint etc.).
- Excellent public relation skills.
- Ability to implement prevention programs after analyzing data.

**WORK EXPERIENCE:**

**CITY OF EL PASO-POLICE DEPARTMENT**

**Safe Communities Coordinator: July 2003-Present**  
**Annual Income: \$35,548**

- Coordinate various community prevention programs by:
  1. Conducting surveys and analyzing findings to make recommendations.
  2. Developing age-appropriate lesson plans to present to various community/civic organizations.
  3. Finding resources to conduct various programs.
- Serve as a regional resource in various Injury Prevention Programs.
- Provide presentations to local civic groups, schools, professionals on request.
- Demonstrate ability and knowledge of various computer applications.
- Maintain a database for the following year-round activities:
  1. Safe Rider Safety Seat Program
  2. El Paso Police Department's Safety Seat Fitting/Inspection stations
- Submit monthly grant reports to funding agency

**Margaret Petrozza-Meraz**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

- Developed and initiated the Seat Belt Offenders class with Municipal Court.
- Developed and maintained the first safety seat inspection in the nation with Alamo Auto Supply and the El Paso Police Department.
- Worked with NHTSA (National Highway Traffic Safety Administration) in developing a national guide for child safety seat inspection stations.
- Developed and maintained the SAFEKIDS-El Paso Coalition
- Gather data from Trauma Registry regarding injuries and target presentations to areas high in specific injuries.
- Submit annual report of the generated revenue on each of the professional/community events held.
- Enter data to generate graphs, statistics, spreadsheet reports, etc.
- Participated and contributed coordination efforts in the accreditation of the Thomason Hospital, Trauma Level I designation (American College of Surgeons).
- Process the following reports in an accurate manner:
  1. Capital Expenditure Requests
  2. Voucher Check Requests
  3. Travel Reimbursements
  4. Purchase Requisitions
  5. Travel Arrangements
  6. Pull Chart Requisitions
  7. ESI-Electronic ordering of supplies and equipment.
  8. Others

**THOMASON HOSPITAL**

**Volunteer Trauma Services Injury Prevention Programs**

- Assisted with various surveys to help implement prevention programs
- Assisted in analyzing surveys
- Attended Safe Riders training on Safety Seats, Walk Safe/Ride Safe for Senior Citizens and Bicycle Safety.

## **Margaret Petrozza-Meraz**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

### **EDUCATION/CERTIFICATIONS**

1990-Community College- Certified Nursing Assistant

2000-Present      Park College  
Currently working towards Bachelors in Social Psychology

1999-Nationally Certified Child Passenger Safety Technician

2001-Nationally Certified Child Passenger Safety Technician Instructor

2002- Advanced CISM (Critical Incident Stress Management) Certified

2002-Certified Prevention Specialist-Border CAPT

### **AWARDS**

2002 *Homenaje a La Mujer Hispana* –For innovative prevention programs

Multiple Thomason Hospital *Life Savers Award* – For going above and beyond within the hospital and community.

Multiple certificates/awards from community organizations for outstanding presentations.

### **ASSOCIATIONS:**

Education Committee-Rio Grande Safe Communities  
Injury Prevention Committee- Far West Texas and Southern New Mexico RAC  
Volunteer-Victim Services-El Paso Police Department  
Volunteer- El Paso Amigo Team  
Hispanic Advisory Committee *Pase las llaves*- MADD

### **REFERENCES:**

Provided upon request.

**Margaret Petrozza-Meraz**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

- 
- Submit Requests for Reimbursements to funding agency.
- Enter data to generate graphs, statistics, spreadsheet reports, etc.
- Schedule officers for extra enforcement in areas identified to have increased traffic problems.

**THOMASON HOSPITAL**

**Trauma Prevention Tech  
Annual Income:**

**1998-2004  
\$23,275.20**

- Coordinate various community prevention programs by:
  1. Conducting surveys and analyzing findings to make recommendations.
  2. Developing age-appropriate lesson plans to present to various community/civic organizations.
  3. Finding resources to conduct various programs.
- Serve as a regional resource in various Injury Prevention Programs.
- Provide presentations to local civic groups, schools, professionals on request.
- Demonstrate ability and knowledge of various computer applications.
- Maintain a database for the following year-round activities:
  1. Safe Rider Safety Seat Program
  2. Internal Safety Seat Program
  3. Community Prevention Programs
- Developed Hospital Seat Belt Policy
- Initiated the Ride Along Program between the El Paso Police Department and Thomason Hospital.

**Margaret Petrozza-Meraz**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

- Assisted in coordination of various safety fairs
- Provided community with educational materials on various prevention strategies.

**DEL NORTE HOME CARE-**

**Home Health Aide, Public Relations Assistant**

**Annual Income                      \$32,450**

- Maintained accurate vital statistics on agencies patients
- Assisted with insurance, Medicare, Medicaid billing
- Assisted with recruiting and maintaining patients, doctors
- Handled referrals and conducted follow-up surveys.